

PROPOSED

DUTY STATEMENT		
CLASSIFICATION: Office Manager II	POSITION NUMBER: 760-4524-	CBID: M01
WORKING TITLE: Office Manager	DIVISION: Siting, Transmission and Environmental Protection	
DATE PREPARED: March 25, 2009	OFFICE: Environmental Protection	
KEY: (E) IS AN ESSENTIAL AND (M) IS A MARGINAL FUNCTION		

Under the general direction of the Deputy Director, Siting, Transmission and Environmental Protection Division, the Office Manager plans, organizes, directs, and manages the staff and activities of the Environmental Protection Office. The Office Manager advises the Deputy Director, Executive Director, and Commissioners on a broad range of energy and environmental issues and may serve as the Division's or Commission's representative on various regional, national, professional, and governmental bodies that have significant influence over the state's energy and environmental programs.

The Environmental Protection Office is comprised of various units of scientists, planners, and outside consultants each with expertise in specific disciplines such as biological resources, cultural resources, air quality, public health and safety, transmission line safety, electric magnetic fields, toxicology, water supply, water quality, water and soil contamination, waste management and disposal, and community resources such as land use, visual resources, socioeconomics, environmental justice, traffic and transportation safety.

The Environmental Protection Office staff and consultants are responsible for: assessing environmental impacts and determining public health and safety risks of energy facilities; developing measures and strategies to mitigate impacts and minimize public health and safety risks; reviewing and understanding a vast array of federal, state, and local agency laws; applying scientific approaches to data collection and analysis including using complex computer models; conducting scientific investigations and completing difficult technical analyses; ensuring that conditions of certification contained in the Energy Commission's decision are fulfilled; recommending enforcement actions for violations of conditions of certification; researching new energy technologies; developing, recommending, and implementing statewide planning and policy initiatives for the Energy Commission and the Governor; and developing and evaluating proposed legislation. The staff and the Office Manager work closely with local, state, and federal agencies on sensitive issues to ensure that their perspectives are considered and incorporated into our analyses. Staff conducts publicly-noticed workshops, gathers information in an open and public process, and testifies under oath in quasi-legal proceedings.

WORKING CONDITIONS: The work is performed in an indoor office and/or meeting room settings involving sitting, standing, and/or walking. Travel is required to participate in workshops,

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hearings and outdoor power plant site visits that may consume up to 30% of the time. Additional hours beyond an eight-hour workday or forty-hour workweek may be required.

DUTIES AND RESPONSIBILITIES: The incumbent will be required to work alone and/or in a team environment, utilizing a personal computer and appropriate Commission software such as word processing, electronic mail and Internet, participate in and lead meetings with other staff and with other agencies. The incumbent:

- 35% Plans, organizes, directs, and manages the work of the Environmental Protection Office. This includes working with the unit supervisors and their staff, consultants, program managers, other Office Managers, and Deputy Directors to help them operate efficiently and effectively to achieve their mission, goals, and objectives. (E)
- 15% Assists the Deputy Director and the Division's Management Team in establishing and implementing division programs, policies and procedures. Prepares, monitors, and updates office work plans, prepares staffing budgets, and quarterly reports. (E)
- 15% Trains, develops, and supervises the unit supervisors, Environmental Protection Office staff, consultants, and the Environmental Protection Office secretary. The units consist of the following expertise--biological resources, cultural resources, air quality, public health and safety, transmission line safety, electric magnetic fields, toxicology, water supply, water quality, water and soil contamination, waste management and disposal, and community resources such as land use, visual resources, socioeconomics, environmental justice, and traffic and transportation safety. (E)
- 10% Advises the Deputy Director, Executive Director, Commissioners, legislators, and others on energy and environmental policy and issues. Advises upper management and the Commissioners about the most complex air resource, public health and safety, and environmental issues and the associated implications on energy development and the energy/electric infrastructure in California. The incumbent may present the more complex technical staff reports and planning/policy recommendations to the Commissioners at evidentiary hearings, business meetings, workshops, or committee meetings. (E)
- 10% Ensures that scientific investigations, technical analyses, and policy papers prepared by the staff and outside consultants are coordinated and integrated with other technical disciplines within the Environmental Protection Office and Energy Commission; are consistent with the division, Energy Commission, and state policies; are consistent with local, state, and federal agency's laws, policies, and regulations; and are scientifically and technically sound, accurate, and appropriate for the intended audience. (E)
- 10% Coordinates with federal, state, regional and local agencies, potential applicants, utilities and other groups affected by or interested in the Division's environmental programs and represents the Commission before federal, state and local agencies on energy and

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environmental issues. Develops and maintains liaison with federal, state, and local agencies to encourage their involvement in the Commission's power plant licensing proceedings and ensures that their issues/concerns regarding air resources, public health and safety, and protection of environmental resources are integrated into our assessments. Informs and addresses issues from public interest groups and community-based citizens groups. (E)

5% Performs other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<hr/> Vacant Employee	<hr/> Terry O'Brien Supervisor
Date	Date